



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 12, no. 19

GP 3.16/3-2:12/19

August 31, 1991

## Recommended Minimum Technical Guidelines for Federal Depository Libraries

At its fall 1990 meeting, the Depository Library Council to the Public Printer passed recommendation 11, requesting that GPO establish "minimal technical guidelines for depository libraries." LPS staff have developed the guidelines presented below in response to this request. The guidelines cover a minimum workstation configuration and software, including cost ranges.

While LPS staff feel that this configuration should prove viable for the next several years, libraries should bear in mind that computer technology is constantly evolving. In addition, special considerations for specific situations should be addressed as needed. One basic configuration cannot be expected to prove optimal in every case, in every library.

LPS has no control over the decisions of issuing agencies regarding retrieval software for use with any CD-ROM products that LPS may distribute. In most cases, however, products that do not include software can be used with common commercially available software. These include dBASE and dBASE-compatible data base management software and derived programs, and Lotus 123 and 123-compatible spreadsheet software. A good working knowledge of this software would be necessary to access and use the information contained in a CD-ROM.

Application software now in use by LPS includes dBASE III Plus and compatible DBMS programs and Lotus 123 and compatible spreadsheet programs as well as WordPerfect word processing software. LPS staff create products for in-house applications using any of the software packages named above. Any future products that LPS may make available to depository libraries would be offered in either plain ASCII format, if practical, or in the software's native format such as dBASE. These products may include the Instructions to Depository Libraries, the Federal Depository Library Manual, the Table of Contents to Administrative Notes, the PAMALA depository library information database and others. It would be very helpful if libraries provided staff training in the importation or conversion of files from one format to another.

## Minimum Workstation Configuration

Computer	IBM Compatible 386SX computer operating at 20Mhz
Memory	2 to 4 Meg of RAM memory; expandable to 16 Meg
Floppy Disks	Both 3.5" High Density and 5.25" High Density
Hard Disk	60 to 150 Megabytes; 22 ms or better access time
Expansion	Minimum of three free board slots; additional Hard drive bay desirable; serial and parallel ports
Display	VGA or Super VGA, 14"; Mono VGA also acceptable
CD-ROM Drive	Single or Multiple platter drive compatible with ISO 9660 standard
Printer	9 or 24 pin dot matrix; IBM Proprinter or Epson emulation compatible
Modem	2400 to 9600 BPS speed, compatible with Hayes "AT" command set

## Software

Operating	MS-DOS 3.3 or 5.0; Device driver for CD-ROM drive
Database	dBASE compatible or dBASE importing Database Management Software
Spreadsheet	Lotus 1-2-3 worksheet compatible software
Word Processing	Word processor capable of importing major text file formats (Word Perfect, Word, Multimate) and plain ASCII text files
Communication Software	Major software package which supports "script" files to automate connections, and offers at a minimum XMODEM transfer protocol; YMODEM and ZMODEM desirable

Costs	Range
Computer	\$1,400 - \$2,600
CD-ROM	400 - 1,500
Printer	200 - 600
Modem	200 - 800
Software	900 - 1,200

### Rationale

The above configuration provides ample resources to handle multiple software and CD-ROM retrieval packages, yet is available at reasonable cost. Current SX prices are little above those for an 80286, AT type computer. The ability to run 386 specific software is another desirable feature for the future. Memory can be configured as EMS 4.0 or extended or both as needed. Software suggested would permit the use of most anticipated government-produced products. Availability of both common floppy disk formats would prevent unnecessary disk-to-disk transfers.

While this configuration should prove satisfactory, **it in no way suggests that a configuration superior to this should not be considered if affordable.** The rate of change in the computer industry dictates that flexibility is a desirable quality in hardware purchases.



## **Ralph E. Kennickell, Jr., Former Public Printer, Dies in Automobile Accident**

Ralph E. Kennickell, Jr., former Public Printer of the United States, was killed in an automobile accident near Wytheville, VA on August 11. Kennickell, 45, served as Public Printer from December 1984 through November 1988 and was the youngest individual ever to hold the position. A Reagan Administration appointee, he was confirmed as the 21st Public Printer of the United States on December 19, 1985.

A native of Savannah, GA, he worked for the family-owned Kennickell Printing Company before coming to Washington, DC. Prior to his appointment as head of the Government Printing Office (GPO), Kennickell served at both the Treasury Department and the Small Business Administration. He served in the U.S. Army from 1967 to 1971, and earned the Vietnamese Cross of Gallantry and the Bronze Star.

Kennickell attended public schools in Savannah and in 1967 received a bachelor's degree in business administration from The Citadel Military College, Charleston, SC, where he was a Senior Cadet Officer.

While head of the 5,000-employee GPO, Kennickell stressed high production standards, calling for a "demand-driven, service-oriented" agency. In addition, he supported an employee volunteer community outreach program unparalleled within the Federal Government. During the Kennickell administration the agency observed its 125th anniversary in 1986, and hosted a gathering of worldwide government printers in 1988 which led to the creation of the International Government Printers' Association.

Kennickell left GPO in 1988 to become Executive Director of the Graphic Arts Technical Foundation in Pittsburgh, PA. He has held other positions since that time.

The former Public Printer is survived by his wife Barbara and two sons, Ralph E. III (Trip) and Jason, all of Wexford, PA.



# ELECTRONIC CORNER

## CD-ROM Software & Policy on Assistance to the User (Continued from v. 12, no. 18, 8/15/91)

**Question:** What is your library's current policy regarding the provision of staff assistance with the various electronic products in your depository?

**Question:** What is the difference between the "Go" and the "EXTRACT" public domain software provided to depositories for use with the Bureau of the Census CD-ROMs? How are libraries making software to use these CD-ROMs available?

**Response:** Duncan Aldrich, Documents Librarian from the University of Nevada, Reno, submitted a description of his library's policy and operation in regard to the various CD-ROM products and software available in the depository. Special focus is on materials provided by the Bureau of the Census. Because of the length of the article, it has been issued in parts, beginning in the v. 12, no. 17 issue of Administrative Notes (July 31, 1991). We appreciate Duncan's valuable contribution to the questions posed by others through the **Electronic Corner**.

Contributions and questions for discussion in this Administrative Notes column should be addressed to Jane Bartlett, **Electronic Corner**, U.S. Government Printing Office, Library Programs Service (SL), Washington DC 20401. Phone or fax submissions are also accepted. Phone: (202) 275-1003. Fax: (202) 275-7434.

### CDs in the Documents Reference Room

The level of reference service GPD staff is expected to provide on Census windows, EXTRACT, and dBASE is easily discerned in the context of the department's electronic reference service policy. GPD staff is clearly expected to have "thorough knowledge" of the Census windows software and to be able to provide service on all windows functions. This is completely reasonable given that the windows are so easy to use that they involve very little time in staff training. In fact, most patrons need little or no assistance once the windows are booted.

At the other extreme, the GPD staff is not expected to know dBASE. As per the policy, they are expected only to have a "rudimentary knowledge" of dBASE. That is, they must assist patrons in identifying appropriate data sets (CDs), then be able to load and boot the disc. They will also be expected to know where the documentation is, though staff will not be expected to have any degree of competency in using the documentation. That is the responsibility of the patron. Patrons requesting dBASE training will be referred to appropriate sources. GPD staff who do not wish to learn dBASE have no obligation to learn the software. Staff members who do desire some level of competency in dBASE are encouraged to enroll in mini courses offered through

the university's computer services.

Regarding EXTRACT, which provides an intermediary level of access to the Census CDs, it was less readily apparent what level of service the GPD staff should be expected to provide. The decision that GPD staff must have a "general knowledge" of EXTRACT (to be able to assist patrons with at least basic EXTRACT functions) was reached in light of the combination of EXTRACT's significant power relative to its ease of use. Furthermore, documentation for EXTRACT is quite good and easy to follow. Each staff member received about an hour of training on EXTRACT. They were shown how to use EXTRACT to generate custom designed tables and how to print or download those tables. They were then asked to commit another hour or so to work through a tutorial provided by the Bureau of the Census. Low volume of use of the CDs, however, encourages rustiness in EXTRACT skills among the staff. For that reason, a handout describing EXTRACT generally and itemizing specific points about each Census product that can be accessed through EXTRACT has been designed. [A copy of the handout follows, along with some EXTRACT "Tips and Hints", also provided by Duncan Aldrich.]

The bottom line for requiring staff members to be able to provide a "general knowledge" level of service on EXTRACT is that the Census windows, though easy and capable of meeting many of the user's needs, is not powerful enough to fill reasonable expectations of library patrons. EXTRACT, which is also relatively easy to learn, does fill those needs. dBASE, on the other hand, is too difficult to expect the staff to master or to expect patrons to learn on the spot. The drawback to EXTRACT - that it has some software flaws that often frustrate both patrons and staff - can only be worked around through handouts that itemize the bugs and through correspondence with the Bureau of the Census.

## LIBRARY INFORMATION

# GOVERNMENT PUBLICATIONS DEPARTMENT

UNIVERSITY OF NEVADA-RENO LIBRARY

## EXTRACT

EXTRACT is a public domain software designed to interact with Bureau of the Census dBASE files. The primary purpose of EXTRACT is to create subsets of data from Census CD-ROM databases to be printed or saved to disk. Files can be saved in dBASE, comma delimited, or fixed formats. EXTRACT is intended only to perform these transfer functions. There are no data manipulation functions other than functions needed to create subsets of data for downloading or printing.

EXTRACT is designed such that users can select columns (variables/characteristics) and rows (records/cases) from traditional Census data to create their own data tables. In Census CD data files, columns contain values for demographic, economic, geographic, or political variables, such as Number of Employees, Average Income, Total Population, or Number of Hospitals. Rows represent individual records or cases, such as states, counties, and census tracts. Users familiar with database or spreadsheet software can EXTRACT data from several Census CDs to create custom designed tables. All Census CD-ROM files using EXTRACT can be accessed in the Government Publications Department's reference area.

### CENSUS CD-ROM FILES THAT USE EXTRACT:

### HARD DISC MENU PAGE:

1) 1988 County and City Data Book	HDM p.2
2) County Business Patterns: 1988-89	HDM p.2
3) Foreign Trade Data -- Imports and Exports	HDM p.2
4) 1987 Economic Census -- ZIP Code	HDM p.2
5) 1987 Economic Census -- States/Counties/Cities	HDM p.3
6) PL 94-171 Census of Population & Housing -- Nevada	HDM p.2
7) PL 94-171 Census of Population & Housing -- Other States	HDM p.3

### LOADING CENSUS CD-ROMs:

- 1) If on page 2 of the Hard Disc Menu, highlight or type the line number to initiate your selection.
- 2) If on Hard Disc Menu page 3, load Census disc in bottom slot of CD cartridge, then enter appropriate number.

### SET UP:

- 1) Hit <enter> to move past first screen.
- 2) Highlight a file selection on the second screen.
- 3) Hit <enter> to move past the third screen.
- 4) You may be prompted with another file selection, or you will have reached the MAIN MENU.

## EXTRACT MAIN MENU OPTIONS

MAIN MENU	
1. Select ITEMS 2. Select RECORDS 3. Add LABELS 4. Select an INDEX 5. Format options	6. Display to Screen 7. Print 8. EXTRACT DATA to a file 9. Return to FILE SELECTION menu 10. Advanced options
( Q to QUIT )                      ( H for Help )	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div>Enter option number: <input style="width: 50px;" type="text"/></div> <div style="border: 1px solid black; padding: 2px 10px;">PL9417HI</div> </div>	

- 1) Select ITEMS: This option is used to select variables/columns (EXTRACT Documentation p.8).
- 2) Select RECORDS: This option is used to select records/cases/geographic areas (EXTRACT Documentation p.9-11).
- 3) Add LABELS: Some files allow users to identify labels, such as geographic area names (EXTRACT Documentation p.12-13).
- 4) Select an INDEX: Refer to EXTRACT Documentation p.13.
- 5) Format options: This option is used to change format of printouts and displays (EXTRACT Documentation p.14-15).
- 6) Display to Screen: Displays current file to screen (as modified using other options) (EXTRACT Documentation p.15-17).
- 7) Print: Sends report to printer. Be sure printer switch box is set to A (EXTRACT Documentation p.17).
- 8) EXTRACT DATA to File: For downloading in .DBF (dBASE), .PRN (LOTUS), or .SDF (ASCII) (EXTRACT Documentation p.17-18).
- 9) Return to FILE SELECTION Menu: Returns you to the opening menu (EXTRACT Documentation p.19).
- 10) Advanced Options: Refer to EXTRACT Documentation p.19-20.

( Q to QUIT ) or ( H for HELP )

## EXTRACT Tips and Hints

### GENERAL

- 1) As rule of thumb, you can select as many ITEMS (1 on EXTRACT Menu) as you want. For printing, however, five or six ITEMS will usually fill an 80 column page.
- 2) As a rule of thumb, you should select only one RECORD (2 on EXTRACT Menu) for limiting searches. Software glitches are often encountered when more than two options are selected.
- 3) If the machine seems frozen, or is taking too long to retrieve data, simply reboot the system.

### Public Law 94-171 Census of Population and Housing.

1) Selecting Items (choice 1 on the EXTRACT Menu): Most Census CDs include many variables that are not of immediate use to most patrons. These include FIPS codes, and other tags. PL 94-171 has a large number of these variables which, unfortunately, are located toward the end of the list. The following are variables commonly sought by patrons. To get to the first generally used variable, page down four times:

FIELD NAME	DESCRIPTION
....	
ANPSADPI	--AREA NAME--
....	
INTPTLAT	Internal Point Latitude (for mapping software)
INTPTLON	Internal Point Longitude (for mapping software)
....	
P001_0001	Persons, Total
P002_0001	White Persons
P002_0002	Black Persons
....	
P003_0004	Asian or Pacific Islanders 18 years and over
P004_0001	Hispanic origin persons

2) Selecting records (choice 2 on the EXTRACT Menu): This is usually used to limit displays (printouts, downloads) to geographic levels, such as county, place, or block. It can be used to limit displays (etc.) to a particular value on some other variable, such as total population greater than a particular number (i.e., total population greater than 10,000). Note that variables marked with an \* or a - are indexed. Data retrieval will be much faster on these variables.

You can select more than one variable to limit here, such as geographic level and total population. However, when selecting more than one variable to limit on the software bug sometimes arrives. If you encounter difficulties (i.e., you don't get what you want or the software seems to wander off into the ether), it is best to reboot the machine to clear

the bug. The most frequently used record to limit on is SUMLEV.

FIELD NAME	DESCRIPTION
SUMLEV	Summary Level (to limit to county, place, block, etc.)

When SUMLEV is selected, the following options are displayed. It is better to select only one level. Selection of more than one level may result in an encounter with a software bug.

State  
State-County  
.....

To select a subset of counties you may select SUMLEV and COUNTY from the initial Select screen. You will be presented with SUMLEV screen. At the SUMLEV screen pick STATE-COUNTY. The next screen will list counties for selection. NOTE: this procedure will frequently become bogged down in a software glitch.

### County & City Data Book (CCDB).

- 1) Selecting Data: When booting CCDB, patrons will first be prompted to select the level of data they desire (State Files, County Files, City Files, Place Files). When selecting County, City, or Place level data, the patron will be prompted to limit the search to one state. Patrons will then be prompted to select a subset of variables available on the CD. This limits access to CCDB variables to several at a time, i.e., you can pull up housing variables or population variables, but you can't pull up both housing and population variables. The variables are identical to the variables in the bound 1988 CCDB. For example:

FILE	DESCRIPTION	ITEM
COF01	Area and Population	(variables 1-13 in the bound volume)
COF02	Population by Age	(variables 14-20)
COF03	Population by Race and Households	(variables 23-31)
.....		
COF18	Government Employment	(variables 198-203)

- 2) Selecting Items (choice 1 on the EXTRACT Menu): There are several variables used as flags that are not of immediate value to most patrons. These include FIPS codes, LEVEL, etc. The list of useful variables on CCDB is readily apparent when the list of items is displayed (1 on the Menu).

### 1987 Economic Census.

- 1) Selecting Data: When booting the Economic Census disc, patrons will be prompted to select a subset of data on the CD. These include separate files on Retail Trade, Wholesale Trade, Manufacturing, etc. Using EXTRACT, these files must be dealt with separately. Patrons will then be prompted to choose a state, to which they will be limited.

- 2) Selecting Records (choice 2 on the EXTRACT Menu): Patrons can use Select to limit their search to specific ZIP Codes, ranges of ZIP codes, specific SIC Codes, or ranges of SIC Codes.
- 3) Labels: On the Economic Census discs LABEL can be used to display the textual description (titles) of SIC Codes.



## The E-Report

### Status of Federal Electronic Information

August 15, 1991

1991-03

Agency	Item #	Class #	Title/Format	Status
Census	0154-E	C 3.279:	TIGER/Line Files CD-ROM	Public domain software (MARPLOT) being reprogrammed for use with these discs. LPS will distribute when available.



# Update to the List of Classes

August 15, 1991

1991-11

Class no.	Item no.	Change/Notice
A 13.42/27:	0083-B-04	Class replaced by A 13.79:. Discontinue item 0079-A-05. Correction to update 1991-10.
A 13.114/4:	0080	National Forest Annual Reports (various regions). Class should be A 13.114/2:.
AC 1.17:	0125-A-10	Arms Control Update (monthly) (P). Discontinued.
C 1.79:	0126-C-03	Minority Business Today (bimonthly). Format changed to (MF).
C 1.90:	00128-K	Japanese Technical Literature Bulletin (quarterly) (MF). New.
C 3.164:800/	0144-A-11	U.S. Trade with Puerto Rico and U.S. Possessions. Changed to FT-895.
D 206.1/2:	0388	Summaries of Research Fiscal Year (MF). New.
D 207.15/2:	0403-D	Safetyline (bimonthly) (P). New.
D 305.22/3:	0425-A-08	Mindflights (annual) (P). New.
E 3.34:	0429-X-01	U.S. Crude Oil, Natural Gas and Natural Gas Liquids Reserves, 1977-1989, Diskettes. New.
E 3.43/5:	0429-X-02	Residential Buildings Energy Consumption Survey, Diskettes. New.
E 3.34/2-3:	0429-X-03	Nonresidential Buildings Energy Consumption Survey (NBECS) Diskettes. New.
ED 1.214:	0529-D	Disability Statistics Report Series (MF). New.
HE 20.4008/4:	0475-G	Staff Manual Guide (P). Former class HE 20.4008:St 1.
HE 20.8230/2:	0467-A-23	Clinical Report Series (MF). New.
HE 20.8024	0497-D-09	Report of the Advisory Panel on Alzheimer's Disease (annual) (MF). New.
HE 20.508/2:	0499-S	Health Care Financing Administration Information Systems Development Guide (MF). New.
HE 24.9:	0524-A-06	Child Support Report (P). This class reactivated.
I 28.173:	0639-H	Metal Industry Indicators (monthly) (P). New.
J 16.110:	0726-C-04	National Institute of Corrections, Annual Program Plan, Fiscal Year (MF). Former class was J 16.26:.
J 28.25/4:	0718-A-11	Evaluation Plan (annual) (P). New.
J 29.24:	0968-H-14	National Update (quarterly) (P). New.
L 1.66:	0754-C-01	Public Sector Labor Relations Information Exchange (publications). Format changed to MF.

# Update to the List of Classes

August 15, 1991

1991-11

Class no.	Item no.	Change/Notice
L 2.2/10:	0769-G	National Survey of Professional, Administrative, Technical, and Clerical Pay, Definitions of Occupations (annual) (P). Discontinued.
S 18.63:	0900-C-21	Front Lines (11 issues per year) (MF). New.
T 70.18:	0961-C	Federal Firearms Licensee News (semiannual). Format changed to MF.
T 71.7/2:	0596-A	FHFM News Releases. Format changed to MF.
TD 5.4/3:	0941-B	Boating Safety Circular. Format changed to MF.



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*Administrative Notes* is published in Washington, DC by the Superintendent of Documents, Library Programs Service, Government Printing Office for the staffs of U.S. Federal Depository Libraries. It is generally published twice a month; some months have additional issues. Postmaster send address changes to:

The Editor, *Administrative Notes*  
U.S. Government Printing Office  
Library Programs Service, SLL  
Washington, D.C. 20401

Editor: Marian W. MacGilvray

(202) 275-1130